

24 February 1955

MEMORANDUM FOR: Comptroller

SUBJECT : Status of Advances

1. Attached are reports and supporting schedules as follows:
  - a. Status of Advances (Unvouchered Funds)  
to Subsidy and Other Project as of 31 January 1955
  - b. Status of Advances (Unvouchered Funds)  
to Employees as of 8 February 1955
  - c. Status of Advances (Unvouchered Funds)  
to Agents as of 8 February 1955.
2. We are now in position to render reports similar to the attached on a periodic basis. We will appreciate your reviewing these reports and if the form and content meets with your approval and you feel that such periodic reports will serve a useful purpose, upon your advice we will establish appropriate procedures accordingly. It is suggested that consideration be given to the preparation of these reports on a bi-monthly or quarterly, rather than monthly, basis.
3. As you know, each operating component receives complete listings each month of all outstanding advances. These monthly listings identify delinquent accounts on an individual basis. In addition, individual accounts are subjected to special follow-up in accordance with currently effective policies and procedures. It is believed that the attached summary reports should serve a worthwhile purpose as a supplement to the detail reports now furnished to the operating levels.
4. If you agree, we propose to furnish a copy of the schedules supporting the attached reports to the respective principal offices in order that they may be informed of the overall status of accounts in their areas.
5. With respect to the delinquency in advances to Subsidy and Other Projects as reflected on the attached report, it should be noted that over fifty per cent (50%) of the delinquent amount is represented by cases where special actions, other than submittal of accountings, are in process to clear.

25X1A

Chief, Finance Division

Attachments

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>					
<b>TO</b>		<b>INITIALS</b>		<b>DATE</b>	
1	Comptroller				
2					
3					
4					
5					
<b>FROM</b>		<b>INITIALS</b>		<b>DATE</b>	
1	Finance Division	<i>JSB</i>		25 Feb 55	
2					
3					

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

**Remarks:** Re paragraph 4 - Copy of schedules for DD/P and DD/I attached for release if you agree. Re delinquent advances to employees and agents identified of Office of Comptroller - Employee advance has been liquidated. Delinquency occurred because employee did not return from TDY trip by due date of advance. Agent advance represents erroneous classification which is in process of adjustment. No advances to agents are charged to Office of Comptroller at date of this request.